



DEPARTMENT OF THE NAVY

DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

Canc frp: Dec 01

SPAWARINFOTECHCENNOTE 5216

ITC25

13 Dec 2000

SPAWARINFOTECHCEN NOTICE 5216

Subj: "BY DIRECTION" SIGNATURE AUTHORITY

Ref: (a) SECNAVINST 5216.5D
(b) U.S. Government Printing Office Style Manual
(c) U.S. Navy Regulations 1990

Encl: (1) Individuals Authorized to Sign "By Direction"

1. Purpose. To issue a listing of personnel authorized to sign routine Space and Naval Warfare Information Technology Center (SPAWARINFOTECHCEN) "By direction" correspondence. All correspondence, e.g., letters, directives, and memoranda will adhere to the guidelines in references (a) and (b).

2. Cancellation. SPAWARINFOTECHCENNOTE 5216 of 12 Oct 00.

3. Action

a. Per references (a) through (c), personnel listed in enclosure (1) are authorized to sign "By direction" on routine matters pertaining to their respective areas of responsibility. The Technical Director; Director, Strategic and Performance Management, and Director, Business Operations are authorized to sign SPAWARINFOTECHCEN correspondence over their titles, or "By direction." Authorized personnel are required to familiarize themselves with, and be guided by, the provisions of reference (a), when signing "By direction" correspondence. The Director, SPAWARINFOTECHCEN, will sign correspondence, which addresses the following:

(1) General matters of policy or changes in policy.

(2) Matters of a condemnatory nature.

(3) All correspondence indicating strong concurrence/disagreement, recommendation of approval/disapproval, or opinions to higher authority concerning Department of Defense policy.

(4) Congressional responses.

13 Dec 2000

(5) All correspondence in response to letters from flag officers; major commands; civic, local, and state officials; and industrial leaders of appropriate status.

b. All "By direction" correspondence will be forwarded to the Administrative Services Office for:

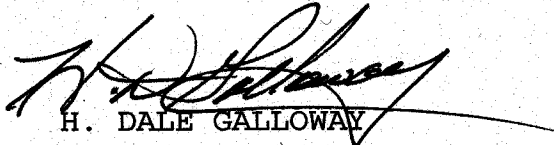
(1) Review for compliance of references (a) through (c) and this notice.

(2) Typing and routing for signature.

(3) Serialization, date, and mailing after signature.

c. SPAWARINFOTECHCEN Memphis, TN and Washington, DC detachments will call to request a serialization number from SPAWARINFOTECHCEN Administrative Department at commercial (504) 697-1045/1048 or DSN 647-1045/1048. Upon receipt of the serialization number, the detachments will serialize, date, and fax a signed copy of the completed correspondence to (504) 697-1197 or DSN 647-1197 for retention in command files.

4. Cancellation contingency. This notice will cancel upon receipt of a new notice bearing the same subject.



H. DALE GALLOWAY

Distribution: (NAVRESINFOSYSOFFINST 5216.1)

Lists A

B

SNDL:

SPAWARINFOTECHCEN DET MEMPHIS, TN

SPAWARINFOTECHCEN DET WASHINGTON, DC

INDIVIDUALS AUTHORIZED TO SIGN "BY DIRECTION"

<u>CODE</u>	<u>BILLET TITLE</u>	<u>NAME</u>
ITC001	Technical Director	Mr. Michael J. Kirsch
ITC10	Director, Strategic and Performance Management	Ms. Jacqueline L. Goff (Acting)
ITC20	Director, Business Operations	Mr. A. A. Bailey
ITC30	Director, Systems Engineering and Integration	Ms. M. Babette Kirsch
ITC40	Director, Segment Management	Ms. Cheri G. Couchis (Acting)
ITC50	Director, Information Technology Services	Mr. Michael S. Loria (Acting)
ITC00M	Senior Military Advisor	CDR W. P. Savino
ITC00E	Director, Special Emphasis Program Office	Mr. K. J. Brazley
ITC254A	Travel Coordinator	Ms. Dotti Howard
ITC49	Director, SPAWARINFOTECHCEN DET Washington, DC	Mr. Robert W. Banks
ITC101	Director, SPAWARINFOTECHCEN DET Memphis, TN	Mr. John B. Stroupe